

5 October 1962

MEMORANDUM FOR: Mr. Walter Elder

FROM: A. W. Dulles

The attached letter is a matter for the Agency to handle if you have any interest in it. I have no idea whom the writer may be.

I am receiving a great deal of mail which comes to me because of my former position as Director and not in any personal capacity. It would save me a good deal of time and possibly also the Agency if you could short-circuit these letters in your registry and handle them directly.

If any of the mail, when opened, seems to be of a purely personal character, then it could be forwarded.

Accordingly, I hereby authorize and request you to open all mail addressed to me in care of the Agency and to take appropriate action (which generally means assigning it to the wastebasket) with regards to all mail which, upon opening, does not appear to be of a personal character.

If this causes you any trouble, please let me know. Advertisements and such like mail need not be forwarded.

/s/
AWD

Attachment

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